

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-293

Final Filing Date: July 4, 2007 or until filled

Position:

Accounting Officer (Specialist)

Salary:

\$3,715-\$4,516

Location:

Office of Statewide Health Planning & Development
Division of Admin., Fiscal & Staff Serv.
1600 9th Street, Room 450
Sacramento, CA 95814

General Statement of Duties:

Under the supervision of the Senior Accounting Officer Supervisor, the Accounting Officer will perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- Encumbers, maintains and processes all support, local assistance, and federal fund contract payable activities for the office. Audits all invoices for accuracy and propriety to ensure terms of the contract are met. Prepares and inputs transactions into CALSTARS to initiate claim schedules. Maintain contract payment logs and reconciles payment log balances to CALSTARS.
- Audits all travel expense claims and CalATERS expense reimbursement claims per applicable Department of Personnel rules and regulations, and bargaining unit contracts for OSHPD. Inputs CALSTARS transactions to liquidate revolving fund advances.
- Prepares and inputs transactions into CALSTARS to initiate claim schedules to reimburse the Office Revolving Fund for miscellaneous vendor payments issued. Performs monthly Office Revolving Fund (ORF) reconciliation. Prepare table maintenance entries to establish or modify vendor edit tables.
- Performs a timely audit of receipts and charge on US Bank CAL Card statement. Processes CAL card invoices for payment.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- Possess excellent organizational skills and attention to detail.
- Experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability to handle multiple priorities and deadlines.
- Reflect the Mission and Values of OSHPD

Who May Apply:

Applications will be accepted from currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

Office of Statewide Health Planning and Development
Attn: Jacquie Hicks-Johnson (**Job#06-293**)
1600 9th Street, RM 450
Sacramento, CA 95814

For more information contact Jacquie Hicks Phone: (916) 654-3544, FAX: (916) 654-3200, E-mail: Jjohnson@oshpd.state.ca.us

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

